

Online Renewal Login Information

1. Go to mylicense.in.gov from your computer. We do not suggest using your phone or tablet to renew.
2. Click the **Register for an Access Indiana account** link under Personal Licensing.
3. For help creating your account, click the **Get Help Creating your Account** link for a video tutorial.
4. After your Access Indiana account has been created you will link your Aide to your new account.
5. Under the Search header, enter your information into **two (2)** of the fields. We suggest the below:
 - a. Enter your certification number (from the front side of this form) and your date of birth or
 - b. Enter your certification number and your social security number
6. Click Search.
7. You should see a screen that reads:

Registration

Your record has been found. Please enter a User ID, Password, Password Question, and Password Answer to complete your Registration.

If you do not see the above message, please click the Person Search option to try again

8. Click Register.
9. You are now logged in to the Online Renewal System.
10. Click Renew License from the left-hand side and proceed through the screens.
11. If you meet all renewal requirements, your certification will be renewed within 1 business day.
12. Check the status of your certification 24 hours a day at: <https://mylicense.in.gov/EVerification/> .
13. The next time you visit <https://mylicense.in.gov> you will click on the **Login to Personal Licensing with Access Indiana** button and be able to login directly to your account.

If you have trouble creating your online information, please email us at aides@isdh.in.gov. Include your certification or registration number.